

STANDARD FORM NO. 64

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 March 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number Ten, Week of 26 February - 4 March 1957

1. Numbers in Clerical Induction Training. During the week of 26 February there were [] people in Clerical Induction Training.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 19 February.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 26 February were as follows:

25X1

	Tested	Qualified
Shorthand	[]	[]
Typewriting	[]	[]

25X1

4. Special Testing. On Thursday, 28 February, [] Chief, Clerical Refresher, administered a 200 word-a-minute test in shorthand to [] TSS. [] pre-viously had qualified on the two tests at 160 and 180 words a-minute given by [] although he did not qualify on this one.

25X1

25X1

25X1

5. OTR Secretarial Workshop. The final session of the OTR secretarial workshop was held Friday, 1 March. From all reports the workshop was very well received. We are very proud of the fact that everyone who was scheduled to attend was present so our attendance goal of [] was realized 100%.

25X1

25X1

In addition, [] other OTR people sat in on a session in an auditing capacity. [] Chief, Clerical Orientation, was responsible for planning and executing the workshop. She was ably assisted by [] Chief, Clerical Training, and [] from the DTR's office.

25X1

25X1

Mr. Baird spoke to each group, and in addition, [] of the Support Staff, [] of IS as well as [] of the administrative assistants participated on the program.

25X1

25X1

25X1

OTR/CT:MAH:jdm (5 March 1957)

25X1

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